



Policy: 4058
Procedure: 4058.01
Chapter: Security
Rule: Use of Force
Continuum

Effective: 02/06/2006
Replaces: 4058.01
Dated: 9/21/2005

Policy

Purpose:

The Arizona Department of Juvenile Corrections enhances public protection by changing the delinquent thinking and behaviors of juvenile offenders committed to the Department. While the development and modeling of pro-social and interpersonal skills is the basis of ADJC policy and practices, the Agency permits its employees to use the amount of force reasonably necessary to overcome unlawful resistance, protect property, maintain order, and save lives. The method of force used is predicated on the circumstances and the amount of resistance presented by the suspect or juvenile. Under no circumstances shall the force used be greater than necessary to achieve control of the suspect and maintain safety and order. The use of force as punishment is strictly prohibited. Deadly force shall not be used unless an agency employee reasonably believes it is necessary to protect the employee or another person from imminent danger of death or serious physical injury.

Rules:

1. **AGENCY EMPLOYEES** shall maintain a professional manner in all interactions with juveniles, employees and visitors in order to avoid situations that might escalate to the use of physical force. **AGENCY EMPLOYEES** shall not participate in any physical or verbal "horseplay" with juveniles or other agency employees at any time. Some specific examples of unacceptable behavior are listed below:
 - a. Hitting/slapping/touching a juvenile on any part of his/her body;
 - b. Using any implement to hit/slap/touch a juvenile on any part of his/her body;
 - c. Teasing and/or name calling between agency employees and juveniles at any time.
2. **AGENCY EMPLOYEES** shall use only the least amount and type of force necessary to control and overcome unlawful resistance, protect property, protect the suspect, juvenile, or others, and maintain safety and order. Physical force shall only be used after every other reasonable attempt to neutralize the real or potential danger has been considered and determined ineffective.
3. Any other **AGENCY EMPLOYEES** shall intervene, if a reasonable opportunity exists, when they know or should know that another employee is using unreasonable force. **ALL AGENCY EMPLOYEES** shall immediately verbally report excessive force to a supervisor.
4. **AGENCY EMPLOYEES** involved in a Use of Force incident shall:
 - a. Ensure medical treatment for suspects against whom force is used; and
 - b. Photograph the suspects at the medical site.
5. **ALL DIRECT CARE AGENCY EMPLOYEES** shall attend self-protection and use of force training annually.
6. **AGENCY EMPLOYEES** shall utilize the amount of force or intervention that is reasonable and based on the totality of circumstances:
 - a. Such circumstances that may govern the reasonableness of using a particular force option include, but are not limited to:
 - i. Whether the suspect or juvenile poses an immediate threat to the safety of agency employees, other juveniles, or self;

- ii. Whether the suspect or juvenile is actively resisting or combative.
- b. Elements of Force - **AGENCY EMPLOYEES** shall consider the following:
 - i. Ability – Juvenile or suspect has the reasonable ability to carry out the act;
 - ii. Opportunity - Juvenile or suspect has the reasonable opportunity to carry out the act;
 - iii. Jeopardy - Juvenile or suspect creates jeopardy to self or others.
- 7. **AGENCY EMPLOYEES** shall take the following into consideration when utilizing progressive force:
 - a. Each situation is different and generally the escalation for use of force should be calculated;
 - b. Situations may not always allow for a straight-line progression when force is initiated. The use of force may be initiated at any level depending upon the totality of circumstances and agency employees judgment;
 - c. In all applications involving the use of force, patience should be emphasized and consideration given to alternative solutions, such as waiting the subject or juvenile out, before initiating or escalating the use of force.
- 8. **AGENCY EMPLOYEES** shall use the amount of force necessary to gain control of the subject or juvenile and minimize injury to agency employees and subjects.
 - a. Once a subject becomes cooperative, **THE AGENCY EMPLOYEES'S USE OF FORCE** shall be consistent with the subject's/juvenile's amended behavior. However, the safety of the agency employees and the public shall continue to be the governing consideration;
 - b. When applying physical force, **AGENCY EMPLOYEES** shall only use Handle with Care techniques and ADJC equipment approved and taught by ADJC approved trainers or Arizona Peace Officer Standards and Training (AZ-POST). (Exceptions are techniques taught to AZ-POST sworn employees in their academy/in-service process.)
- 9. **AGENCY EMPLOYEES WHO USE INTERVENTION** shall use an intervention process which is progressive and typically begins at the lowest level of intervention (dependent upon behavior displayed, and the immediate reaction to the behavior by staff).
 - a. The intervention is meant to assist the individual in regaining self control not to harm or berate;
 - b. The process is not about power.
- 10. **Progressive levels of use of force:** These are:
 - a. **Behavior Management Techniques**
 - i. **Presence:** The purpose is to effect change. This includes the mere presence of agency employees/officer to include non-verbal gestures made with eyes, hands, head, or body utilizing proximity, standing, seating, eye contact and/or facial expressions.
 - ii. **Verbal Persuasion:** This includes verbal prompting, directive statements, redirection, or coaching from agency employees;
 - b. **Empty Hand Control:** A method of control employed by officers without the aid of equipment or weapons. There are two subcategories called "soft empty hand techniques" and "hard empty hand techniques".
 - i. **Soft Empty Hand Techniques:** The subcategory that includes escort control holds, touch pressure points, and take down techniques that have a minimal chance of injury.
 - ii. **Hard Empty Hand Techniques:** The subcategory that includes kicks, punches or other striking techniques such as a brachial stun or other strikes to key motor points that have a moderate chance of injury.
 - c. **Mechanical Restraints:** Mechanical device(s) used to aid in the restriction of a person's bodily movement. The use of mechanical restraints by employees shall not be construed as "Use of Force" unless other forcible restraint measures have been applied in response to physical resistance by the suspect or juvenile. Within the secure facility **ONLY SPECIFIC**

AND EQUIPMENT TRAINED AGENCY EMPLOYEES shall carry state-issued restraint devices. Mechanical restraints are limited too:

- i. Hand cuffs;
 - ii. Upper: Waist chain, handcuffs, and flex cuffs;
 - iii. Lower: Ankle cuffs;
 - iv. Full: Both upper and lower restraints;
 - v. Lead: Upper and lower restraints with a lead chain;
 - vi. Lead Chain: A chain that attaches the upper and lower restraints with or without a waist chain;
 - vii. Leg brace;
 - viii. Spit Shield/Mask: A shield or a mask that staff may place over the restrained juvenile's face to prevent the juvenile from biting or spitting on another individual.
- d. **Chemical Agents:** The use of chemical agents is considered a less lethal tactic. Oleoresin Capsicum (Cayenne Pepper) is a less lethal weapon designed to disrupt the intended thought process, with no lasting after effects. Oleoresin Capsicum is commonly referred to as OC or pepper spray;
- e. **Firearms:** An **ADJC OFFICER** may carry and use firearms while on duty only if authorized by the Director and under the terms and conditions specified. The **OFFICER** shall use firearms for defensive purposes only. Those officers authorized by the Director to carry firearms may include:
- i. Arizona Peace Officer Standards and Training (AZ POST) sworn, certified Special Investigators;
 - ii. Warrant Teams; or
 - iii. Specialty trained Parole Officers assigned to specialized caseloads.
- f. **Potential Deadly Force or Deadly Force:** **NO ADJC EMPLOYEE** shall use deadly force or potential deadly force unless:
- i. Such force is reasonable to protect themselves or a third person from another's use of deadly force or potential deadly force;
 - ii. Such force is reasonable for agency employees to overcome an attack s/he believes would produce serious physical injury or death to the agency employees or another person.
11. In **all** circumstances where it appears that physical force is a potential outcome, **AGENCY EMPLOYEES** shall call for additional assistance **prior** to the initiation of physical force.
12. If at all possible, **SECURE CARE AND COMMUNITY CORRECTIONS EMPLOYEES** shall wait for additional agency employees to arrive to assist them before engaging in physical force. If the situation is such that **immediate** action is necessary to prevent serious injury, death, or escape, **SECURE CARE AND COMMUNITY CORRECTIONS EMPLOYEES** shall call for assistance and then may proceed with appropriate level of intervention. The following examples are not exclusive, but serve as a guide to follow:
- a. **Juveniles fighting each other** - Call Communications Center/Control for assistance. Intervene prior to the arrival of security only if the situation is so serious that it appears that someone may be seriously physically injured;
 - b. **Juvenile refusing to lock down or follow programming** - Call Communications Center/Control and wait for assistance;
 - c. **Juvenile destroying property** - Call and intervene when safe to do so and/or wait for assistance;
 - d. **Juvenile attempting to injure him/herself** – Call Communications Center/Control on the radio and get a response, then take immediate appropriate action as deemed necessary;
 - e. **Juvenile attempting to injure another person** - Call Communications Center/Control on the Radio and get a response, then take immediate appropriate action as deemed necessary;

- f. **Juvenile(s) attempting to escape** - Call for security assistance and manage other juveniles who are not involved and who are under your supervision. Attempt apprehension only if safe to do so and if not supervising other juveniles.
- 13. **AGENCY ADMINISTRATION** shall not expect agency employees acting alone to use force or restraint when the risk of harm to juveniles, members of the public, or self outweighs the risk of harm presented by the juvenile's conduct.
- 14. **AGENCY EMPLOYEES'S** shall limit their justification and criteria for use of physical force to restrain or compel movement to instances of:
 - a. Protection of a subject who is displaying imminently serious and/or self-injurious behavior;
 - b. Administration of medical treatment in life threatening situations;
 - c. Protection of the agency employees from imminent harm;
 - d. Protection of third parties from imminent harm;
 - e. Prevention of property damage;
 - f. Prevention of escapes, including escapes and attempted escapes;
 - g. As a last resort to move a juvenile to the Separation Program;
 - h. As a last resort when all other means of verbal intervention has been exhausted and the subject's behavior is substantially disruptive, refusing to follow reasonable verbal directives.
- 15. When Communications/Control is called for assistance, **AGENCY EMPLOYEES** shall:
 - a. Place any non-involved juveniles in their rooms within the housing unit;
 - b. If the subject is a juvenile, attempt to isolate the involved juvenile from his/her peers when outside of the housing unit;
 - c. If the subject is not a juvenile, isolate them away from the secure care population.
- 16. If force is necessary on a subject or juvenile known to be pregnant, **AGENCY EMPLOYEES** shall use every precaution to avoid the abdomen area while restraining the subject or juvenile.
- 17. When using any force, **AGENCY EMPLOYEES** shall complete an Incident Report before the end of shift. Refer to Procedure 1190.01, Incident Reporting, for specific directions.
- 18. **SECURITY** shall ensure a video camera with audio recording capability is used prior to and during the use of progressive restraints, full body restraints, restraint chair, cell extraction, or chemical agent. Video and audio recordings are not required for juveniles who require restraints during routine transportation.
- 19. **AGENCY EMPLOYEES** who have been trained in the use of mechanical restraints shall use them as necessary during transport of a juvenile inside the secure facility when:
 - a. The juvenile has a history of escape or violent behavior;
 - b. The juvenile's behavior prior to or during transport leads agency employees to reasonably believe the juvenile will attempt to escape and/or engage in violent behavior;
 - c. It is immediately necessary in the transportation of a juvenile from one location to another only to prevent injury, property damage, or escape.
- 20. **Progressive Restraints** - Circumstances may exist when it is necessary to use mechanical restraint to prevent an out-of-control subject or juvenile from harming himself/herself or others. The use of progressive restraints is an extreme and exceptional measure which shall be used only when a subject or juvenile is out of control, presents a clear and immediate danger to self or others, and **all** other less restrictive interventions have failed to bring the subject or juvenile under control.
 - a. **AGENCY EMPLOYEES** shall use the least amount of restraint necessary to achieve control.
 - b. **SECURE CARE EMPLOYEES** shall restrict the use of progressive restraints to the Separation Program unless unusual circumstances exist and are documented.

21. **Full-Body Restraint:**
- a. Full-body restraint is the complete constraint of bodily movement achieved by:
 - i. Securing the subject in a specially designed restraint chair which allows the subject or juvenile to maintain a sitting position; or
 - ii. Securing the subject, face up, on a bed using approved restraint devices.
 - b. When a subject or juvenile is engaged in serious physical injury to self and all other less restrictive interventions have failed:
 - i. **AGENCY EMPLOYEES** may use full-body restraint only for the protection of the subject;
 - ii. **AGENCY EMPLOYEES** shall terminate full-body restraint as soon as the subject's/juvenile's behavior indicates the threat of imminent self-injury is absent;
22. The **SUPERINTENDENT, FACILITY PSYCHOLOGIST, SEPARATION MENTAL HEALTH TREATMENT COORDINATOR, PSYCHOLOGY ASSOCIATE, OR SECURITY MANAGER** may authorize the use of restraints on a subject or juvenile. Whenever prior authorization is possible, the **SECURITY OFFICER-IN-CHARGE (OIC)** shall request approval before any restraint device is used to control a subject or juvenile. (Full-body restraint requires additional authorization).
- a. The following exceptions apply:
 - i. In an emergency where prior authorization is not possible:
 - (1) The **SECURITY OIC** may authorize progressive or full body restraint using minimal appropriate force; and
 - (2) The **SECURITY OIC** shall notify one of the above listed authorities after the subject or juvenile is restrained and document the action(s) on the Incident Report;
 - ii. Authorization from one of the above-listed authorities is not required when mechanical restraint is necessary for the routine transportation of a juvenile or as required for escort to the Separation Program;
 - b. Mandates:
 - i. **AUTHORIZED AGENCY EMPLOYEES** shall not employ the use of progressive restraints or full body restraint for more than 30 minutes without authorization from the site-specific, on-duty Psychology agency employees or (after hours) Psychology Administrator;
 - ii. **AUTHORIZED AGENCY EMPLOYEES** shall obtain authorization for continued restraint from the site-specific, on-duty facility Psychology agency employees on site or (after hours) Psychology Administrator every 30 minutes up to a maximum of two hours;
 - iii. A **LICENSED PSYCHOLOGIST** only shall authorize the use of continued restraint after two hours and every 30 minutes thereafter, up to a maximum of three hours:
 - (1) During regular hours the **SECURITY OIC** shall contact the site-specific, on-duty Psychologist regarding authorization;
 - (2) During non-regular hours or in the absence of the on-site Psychologist, the **SECURITY OIC** shall contact the Psychology Administrator regarding authorization;
 - (3) **PSYCHOLOGY AGENCY EMPLOYEES** shall document the need and notify the Psychologist of the need for continued restraint;
 - iv. A **PSYCHIATRIST** only shall authorize the use of continued restraint after three hours and every 30 minutes thereafter until the use of mechanical restraints is terminated. The **LICENSED PSYCHOLOGIST** shall document the need and notify the Psychiatrist of the need for continued restraint.
 - c. **SECURITY** shall notify the specific secure facility Superintendent or designee when any juvenile is restrained and upon every instance of continued restraint.
23. **SECURITY** shall terminate physical or mechanical restraints within 15 minutes unless the juvenile is exhibiting or threatening to continue behaviors which justify the use of restraint. If

continued restraint is justified, **SECURITY** shall terminate restraints when the juvenile's behavior ceases to pose a threat.

24. **THE OFFICER INITIATING THE USE OF FORCE** shall notify Health Services and the Security OIC when any use of force, progressive mechanical restraints, or full-body restraints is used.
25. **Monitoring of a subject or juvenile in full body restraint:**
 - a. The **QUALIFIED HEALTH CARE PROFESSIONAL (QHCP)** shall examine the subject or juvenile within 15 minutes after the force is used per Procedure 3100.10, Health Response to Full Body Restraint, in order to:
 - i. Review the health record for any contraindications or accommodation which, if present, are immediately communicated to Security;
 - ii. Initiate health monitoring:
 - (1) Health monitoring consists of checks for circulation, nerve damage, airway obstructions, and psychological trauma;
 - b. **SECURITY** shall consult with the on-call medical provider if incident occurs after hours;
 - c. **HEALTH TRAINED AGENCY EMPLOYEES NOT INVOLVED IN THE APPLICATION OF RESTRAINTS** shall monitor the restrained juvenile every 15 minutes.
26. **AUTHORIZED AGENCY EMPLOYEES** shall:
 - a. Remove all items or articles (e.g. belts, jewelry) with which a subject or juvenile might inflict self-injury prior to the application of restraint devices;
 - b. Permit the subject to wear as much clothing as is safe;
 - c. Apply restraint devices properly without securing them so tightly as interfere with blood circulation or so loosely as to permit chafing.
27. **AGENCY EMPLOYEES** shall:
 - a. Document the use of progressive and/or full-body restraints on Form 4058.01A Use of Restraints Form; and
 - b. Report the use of full body restraints in accordance with Procedure 1190.03, Significant Incident Reporting.
28. **AGENCY SECURITY EMPLOYEES** shall ensure hard copies of the incident reports are distributed to Separation employees to be placed in the juvenile's Separation Program file.
29. **SEPARATION PROGRAM AGENCY EMPLOYEES** shall maintain a Restraint Log containing the following information:
 - a. Names of each subject or juvenile placed in restraint devices;
 - b. Time at which the subject or juvenile was restrained;
 - c. Time at which the mechanical restraint was removed;
 - d. Description of events leading to the use of restraint;
 - e. Name of the individual who approved restraint;
 - f. Name of person(s) who applied restraint.
30. **AUTHORIZED AGENCY EMPLOYEES** shall terminate the mechanical restraint within 15 minutes unless the subject or juvenile is exhibiting behaviors which justify the extended use of restraint;
 - a. The **SECURITY OIC** shall monitor the use of restraint;
 - b. **SEPARATION AGENCY EMPLOYEES** shall continuously observe and video tape the subject or juvenile in mechanical restraint;
 - c. The **ON-DUTY PSYCHOLOGY AGENCY EMPLOYEES OR (AFTER HOURS) THE SITE-SPECIFIC, ON-CALL PSYCHOLOGY AGENCY EMPLOYEES** shall physically visit the subject or juvenile who has been mechanically restrained for two hours.

31. **AGENCY EMPLOYEES** shall ensure the subject or juvenile's personal dignity by providing a protected environment and as much privacy as possible. **SEPARATION PROGRAM AGENCY EMPLOYEES** shall provide to a subject or juvenile placed in a full-body restraint:
 - a. Continuous visual supervision;
 - i. Circulation and position checks at least every 15 minutes;
 - ii. Opportunity for motion and exercise for a period of not less than ten minutes for each limb every two hours;
 - iii. Regularly scheduled meals and drinks served on appropriate food-ware for safety;
 - iv. Regularly prescribed medications, unless otherwise ordered by a Physician;
 - v. Bathroom privileges;
 - vi. A room within the Separation Unit of adequate size, free of safety hazards, adequately ventilated during warm weather, adequately heated during cold weather, and appropriately lighted.
32. **Chemical agents** may be employed when reasonably necessary to prevent imminent injury, imminent escape, or the imminent, major destruction of property when lesser interventions are deemed ineffective and/or there is a greater risk of injury when using physical interventions.
33. The **DIRECTOR, DEPUTY DIRECTOR, ASSISTANT DIRECTOR OF SAFE SCHOOLS, SECURITY ADMINISTRATOR, SUPERINTENDENT, WARRANT UNIT SUPERVISOR, OR SECURITY CAPTAIN** may authorize use of a chemical agent. In the event of extreme emergencies and there is no approving authority present, the **SECURITY OFFICER-IN-CHARGE (OIC)** may make the authorization and notify one of the above authorities within 30 minutes.
34. The chemical agent approved for use is oleoresin capsicum (pepper spray) in a hand-held canister. In ADJC facilities the **SECURITY CAPTAIN, COMMUNITY CORRECTIONS SUPERVISOR, OR INSPECTIONS & INVESTIGATIONS ADMINISTRATOR** shall:
 - a. Store the canisters in locked cabinets in the Security Communication (Control) Room.
 - b. Label the canisters;
 - c. Inventory monthly and after each use to determine their condition, weight, and expiration date;
 - d. Immediately Dispose and replace all outdated or ineffective canisters according to the manufacturer's directions.
35. **AGENCY EMPLOYEES APPROVED TO USE A CHEMICAL AGENT** are Security Officers, Parole Officers, and investigators who are specially trained in the use of a chemical agent.
36. The **SECURITY ADMINISTRATOR** shall ensure that agency employees approved to use a chemical agent shall be trained in such use and receive updated training.
37. The **CORRECTION NURSE SUPERVISOR** shall provide the Security Captain, Control Center and each housing unit with the list of juveniles with known respiratory problems, diseases, or conditions which would make use of a chemical agent a risk to the juvenile's health. The **SECURITY CAPTAIN AND HOUSING UNIT SUPERVISOR** shall:
 - a. Weekly review, update, and disseminate the current list:
 - i. Post in housing unit control room/facility communication center;
 - b. Transfer the juvenile's name to the receiving Housing Unit Supervisor/Security Captain when that juvenile is transferred to a new housing unit or secure facility;
38. **APPROVED AGENCY EMPLOYEES** shall exercise extreme caution in situations which may require the use of chemical agents:
 - a. **APPROVED AGENCY EMPLOYEES** shall not use chemical agents on or near a juvenile or employee who has a history of respiratory concerns;

- b. **APPROVED AGENCY EMPLOYEES**, when possible, shall direct other uninvolved people to leave the immediate area;
 - c. **APPROVED AGENCY EMPLOYEES** shall, when feasible, warn the juvenile that the chemical agent is present and will be used unless the juvenile's threatening behavior is stopped;
 - d. **APPROVED AGENCY EMPLOYEES** shall not use the chemical agent unless witnessed by at least one other agency employees;
 - e. **SECURITY**, when possible, shall notify qualified health professionals of the impending use of a chemical agent and of the need to stand by during its use.
39. In all aspects, **AGENCY EMPLOYEES** shall follow manufacturer's safety instructions and notify the qualified health unit professionals of the use of chemical agent and the recommended decontamination process:
- a. After chemical agent exposure, **QHCP OR ANY AGENCY EMPLOYEES PRESENT** shall:
 - i. Cleanse the affected areas on subject(s) or juvenile(s) and agency employees by flushing with cold water as soon as possible; and
 - ii. Ensure contaminated clothing is changed;
 - b. **QUALIFIED HEALTH PROFESSIONALS** shall examine the affected subject or agency employees and initiate medical care as necessary.
40. In the event it becomes necessary to transport agency employees, subjects, or juveniles to an off-site medical facility due to adverse reactions to the pepper spray, **SECURITY** shall send a copy of the chemical agent's Material Safety Data Sheet (MSDS) with them.
41. **Reporting Requirements:** The **RANKING SECURITY SUPERVISOR** shall document the use of chemical agent in the following manner:
- a. Completion of form 1190.03A, Significant Incident Report, which details the circumstances and all persons involved in the event;
 - b. Completion of Form 1190.01B, Use of Chemical Agent Report, which requires justification of the decision to use a chemical agent.
42. **Firearms:** The duties of a sworn law enforcement officer or person authorized by the ADJC Director to carry a firearm at times necessitate the use of physical force and sometimes deadly force or potential deadly force. Deadly force or potential deadly force shall only be used after every reasonable attempt to neutralize the real or potential danger has been made. The use of deadly force or potential deadly force is reserved for situations where there is no other alternative available to prevent imminent death or serious physical injury to the officer or a third person.
43. **ADJC EMPLOYEES AUTHORIZED TO CARRY A FIREARM** shall not:
- a. discharge firearms, either on or off duty, except under the following circumstances:
 - i. To overcome an attack that is likely to produce great bodily harm or death to the agency employees or another person;
 - ii. To capture a subject or juvenile who the agency employees knows has committed a felony involving the use or threatened use of deadly force and there is an imminent and great risk that the subject or juvenile will cause death or serious injury if apprehension is delayed;
 - iii. To participate in authorized ADJC firearm's training.
 - b. Unnecessarily draw or carelessly handle any firearm;
 - c. Discharge any warning shots;
 - d. Discharge a firearm from a moving vehicle. Firearms may be discharged under conditions supporting use of Deadly Force and Potential Deadly Force or on an approved firearm range.

44. When the shooting of a suspect appears imminent, **ADJC EMPLOYEES AUTHORIZED TO CARRY A FIREARM** shall, if feasible, first issue a verbal warning.
45. **THE FIREARM HANDLER** shall not touch the firearm trigger and the trigger finger shall remain out of the trigger guard until imminent use of the weapon is required.
46. **ALL FIREARM HANDLERS** shall holster their weapons while subduing or searching a suspect or juvenile at any other time when the use of deadly force is not imminent.
47. **ADJC EMPLOYEES AUTHORIZED TO CARRY A FIREARM** who discharge any firearm while on duty or in conjunction with any official activity (See also Procedure 1170.03, Firearms General Provisions) shall:
 - a. Make a verbal report to the Investigations and Inspections Unit Administrator as soon as possible; and
 - b. Complete a Significant Incident Report and any additional reports as directed by the Investigations and Inspections Unit Administrator.
48. Any time a firearm is discharged in the line of duty, the **INSPECTIONS AND INVESTIGATIONS UNIT ADMINISTRATOR** shall:
 - a. Immediately notify the law enforcement agency of local jurisdiction;
 - b. Offer full cooperation with any ensuing investigation relating to the discharge of a firearm (i.e., criminal or administrative);
 - c. Relinquish the firearm used to the investigating agency, if necessary, for the duration of the investigation;
 - d. Notify the Deputy Director and the Director as soon as practical.
49. **INSPECTIONS AND INVESTIGATION UNIT** shall investigate all allegations of misconduct involving the use of force, physical force, potential deadly force, or deadly force unless directed otherwise by the Director.
50. **INSPECTIONS AND INVESTIGATION UNIT** shall investigate all shooting incidents, accidental or otherwise, and any incident involving the use of force by an agency employee that results in death or serious physical injury, concurrently with the supervisor(s) of the involved employee and the local police authorities, when the incident occurs in their jurisdiction.
51. A **SUPERVISOR** shall remove agency employees, who have been directly involved in an incident that involved death or serious physical injury to another person, from the scene as soon as possible. When practical, the **IMMEDIATE SUPERVISOR** shall remain with the involved employee throughout the initial use-of-force investigation.
52. The **SUPERVISOR** shall refer all involved employees for counseling. Counseling may include the employee's immediate family members.
53. **APPROVING AUTHORITIES** who determine that the employee's presence in the work unit during the investigation would prevent an employee from satisfactorily performing his/her required duties, would disrupt the work environment, or would interfere with the investigation, may:
 - a. Temporarily reassign the employee to other shifts, other work locations or other suitable duties that do not involve contact with inmates, if applicable, until the investigation is complete.
 - b. Place the employee on administrative leave with pay for up to ten work days, with written notification to the employee,.
 - c. Extend the administrative leave with pay when an extension is justified.

- d. Consider administrative leave with pay shall only if allegations are so serious as to jeopardize security or have the potential of disastrous consequences to the agency, or if there are no assignments available that the employee can successfully perform.
- 54. **The APPROVING AUTHORITIES shall consider administrative leave with pay only as a last resort or for those employees who have seriously injured or killed another person, or witnessed the incident.**
- 55. **EMPLOYEES WHO ARE PLACED ON ADMINISTRATIVE LEAVE WITH PAY** shall:
 - a. Cooperate fully with the Department's investigator;
 - b. Remain at their residence from 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour from 1200 p.m. to 1:00 p.m. taken for lunch, unless their Approving Authority has approved other arrangements;
 - c. Contact their Supervisor at the beginning of each working day (8:00 a.m., Monday through Friday) to receive further instructions, if any.
- 56. **APPROVING AUTHORITIES** shall not place agency employees on administrative leave with pay during any period of incarceration. While incarcerated, the employee shall be considered absent without leave, unless other leave is approved by the supervisor.
 - a. If the employee is released from custody before corrective action is taken, the **APPROVING AUTHORITY** shall consider administrative leave with pay.
- 57. **THE ADJC DIRECTOR AND THE SPECIFIC COUNTY ATTORNEY** shall make all arrangements for investigation of and decisions regarding the authorized weapons handler's use of deadly force.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
02/20/06	James A. Hillyard		